

**HEADWAY SURREY – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

Headway Surrey has been in operation for 30 years and aims to assist individuals with either an acquired or a traumatic brain injury to re-gain independence in their day to day lives, enabling them to reduce their reliance on those caring for them, reduce level of isolation and integrate back into their community.

The Charity has applied for revenue funding of £7,000 towards its services available for Woking residents, estimated by the Group to cost circa £22,000, which include the helpline, carers support groups, a drop-in facility, one to one meetings along with education programmes for family members. Head injury / brain injury is a hidden disability and not always recognisable, it affects executive skills, planning, memory, decision making, sequencing, behaviour, social skills and many other aspects of daily living and social interaction, which will require extra care and support from family, friends and medic.

It is acknowledged that the Charity provides invaluable support to those sufferers of an acquired brain injury and works effectively to enable them to increase their level of independence and re-integrating back into the community as far as possible.

The number of users based in Woking is stated in the Group's application to be low at 7 out of 44 users, and the funding if approved could represent ongoing revenue funding. The accounts set out a strong financial position with a property owned in Guildford and approximately 18 months' expenditure held in reserves. The good work undertaken in the County is noted in the consultee comments, however in light of the ongoing financial constraints facing the grants budget and the reasons set out above it is recommended that the application is not supported.

**Recommendations**

The Executive is requested to:

**RESOLVE That** no grant be awarded.

Reason for Decision

The Group has not set out sufficient justification for a grant to be awarded.

**The Executive has authority to determine the above recommendations.**

**Background Papers:**

2020/21 Application Form.

**Reporting Person:**

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## Headway Surrey – Application For Financial Assistance

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### **Portfolio Holder:**

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## Headway Surrey – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Formed in 1985, Headway Surrey began as a self-help support group for adults with acquired or traumatic brain injuries by carers and professionals.</p> <p>The aim of Headway Surrey is to assist individuals with acquired or traumatic brain injury to develop greater independent living skills, integrate into their community and become less reliant on families and carers. Headway Surrey offers cognitive rehabilitation support to adults over the age of 18 years, who have had a sudden acquired or traumatic brain injury. This may have been via stroke, heart attack, tumor, road traffic accident, sports injury, work incident, assault, fall, trip, hypoxia, encephalitis, meningitis or other medical issues.</p> <p>Throughout the county of Surrey, Headway Surrey aims to:</p> <ul style="list-style-type: none"> <li>• provide information and support for people with head injuries, their families and their carers</li> <li>• promote the provision of appropriate co-ordinated services for people with head injuries, with accountability at all stages</li> <li>• assist people with head injuries to return to community living</li> <li>• increase public awareness and understanding of head injury</li> <li>• promote activities that will reduce the incidence of head injury</li> </ul> <p>The Charity's main Services are:</p> <ul style="list-style-type: none"> <li>• Centre based Cognitive Rehabilitation Therapy</li> <li>• Satellite hubs across Surrey</li> <li>• One-to-one assessments and support</li> <li>• Drop-In Days</li> <li>• Community Outreach Visits to homes and hospitals</li> <li>• Family and Carers Support Meetings</li> <li>• Family education on brain injury</li> <li>• Befriending Scheme</li> <li>• Helpline</li> <li>• Social Events</li> <li>• Brain Injury ID Card applications</li> <li>• Support with welfare forms and meetings</li> </ul>
1.2 Employees	8, comprising Chief Executive (35 hours), Finance and Admin Manager (35 hours), Services Co-ordinator (35 hours), Rehabilitation Co-ordinator (35 hours), 2 x Rehabilitation Assistants (totalling 41 hours), Rehabilitation Assistant (15 hours) and Volunteer Co-ordinator (11.5 hours).
1.3 Volunteers	20, whose activities include assisting with workshops, befriending, acting as Trustees, fundraising, office admin, arranging activities and providing awareness talks.
1.4 Clients/Users	<p>44, comprising:</p> <p>26 male</p> <p>18 female</p> <p>44 disabled</p> <p>3 ethnic minority</p>

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	<p>7 resident in Woking</p> <p>Centre Clients pay a daily fee of £70 (private clients) or £53 (Adult Social Care clients). Community Clients pay a session fee of £112 (private and Adult Social Care clients).</p>
1.5 Members	<p>37, comprising:</p> <p>15 male</p> <p>22 female</p> <p>1 disabled</p> <p>2 ethnic minority</p> <p>7 resident in Woking</p> <p>9 aged 19-65</p> <p>28 aged 65+</p> <p>Full or Associate Membership - £15 per annum</p> <p>Life Membership - £150</p> <p>Brain Injury Survivor (and Carer) – no charge</p>
1.6 Sum Requested	£7,000 (Revenue)
1.7 Project	<p>Headway Surrey is applying for support towards its range of services to the adult residents of Woking who have an acquired or traumatic brain injury and to provide services to their families and carers:</p> <ul style="list-style-type: none"> <li>- Drop-in service provided on a monthly basis at the Group's centre in Guildford between 10.30am and 1.30pm on the first Friday of every month, at which advice and support is available to assist with issues such as isolation, completing benefits forms relating to brain injuries and enabling support and friendship. The service is attended by at least 20 people per month.</li> <li>- Centre Workshops are available for group activities and games.</li> <li>- Community Visits undertaken by a Rehabilitation Co-ordinator who provides support with relevant cognitive activities and teaching for deficits for the client. Visits are also made to the Bradley Unit at Woking Hospital, with information packs available for potential users.</li> <li>- Helpline service which took 2,500 calls last year.</li> <li>- Carers Support Lunch held monthly, along with a summer BBQ and Christmas lunch</li> </ul>
1.8 Cost breakdown:	<p>Drop-in Service - £2,184 p.a. (woking allocation £393 p.a.)</p> <p>Centre Workshops - £69,286 p.a. (woking allocation £15,243 p.a.)</p> <p>Community Visits - £30,075 p.a. (woking allocation £6,617 p.a.)</p> <p>Helpline - £637 p.a. (woking allocation £70 p.a.)</p> <p>Carers Support Lunch - £540 p.a. (woking allocation £130 p.a.)</p> <p>Total - £102,722 p.a. (woking allocation £22,453)</p> <p>Costs include staff time taken, overheads and direct costs, with the</p>

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	Working allocation of costs ranging from 11% to 24% for each service.
1.9 Community Benefit	Those who benefit from the Group's work include the clients, their families and carers, along with others who learn more about the effects of a brain injury.

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £292,891 in the bank. The sum of £170,000 is reserved for the provision of future services as an operations fund. Headway Surrey retains a long-term interest in the site at North Road, Guildford, having leased the land to Windsor and District Housing Association for 125 years at a peppercorn rent.</p> <p>The Group has submitted a budget for 2020/21 which shows an anticipated income of £296,697 against an anticipated expenditure of £233,695, resulting in an anticipated surplus of £63,002.</p> <p>Anticipated income includes Fee Income (£143,358), Donations, Subscriptions and Fundraising (£141,800) and Grants Restricted (£5,000). Items of expenditure include Employee Costs (£200,339), Direct Charitable Costs (£14,236), Property Costs (£7,196), Office Costs (£6,740), Management and Admin (£3,193).</p>
2.2 Accounts	The Group has submitted accounts for 2018/19 which show an income of £217,314 (£162,069 in 2017/18) against expenditure of £188,058 (£192,208 in 2017/18), which following small net losses on investments resulted in a surplus of £27,497 (a deficit of £32,451 in 2017/18). The sum of £501,896 was carried forward at the end of the 2018/19 year, which includes the North Road property in Guildford valued at £245,000.
2.3 Support over the past five years	New application.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>

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	<ul style="list-style-type: none"> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>N/A</p> <p>N/A</p>
<p>3.2 Consultee Comments</p>	<p><u>Jade Buckingham, Health and Wellbeing Manager</u></p> <p>Although the work of Headway Surrey is valuable in the community, unfortunately funding restrictions do not enable a grant to be awarded. However, better communications and links will be made with the organisation to ensure a better understanding of the offer and services available along with how they link into the services of the Council.</p>	
<p>3.3 Assessment</p>	<p>Headway Surrey has been in operation for 30 years and aims to assist individuals with either an acquired or a traumatic brain injury to re-gain independence in their day to day lives, enabling them to reduce their reliance on those caring for them, reduce level of isolation and integrate back into their community. Work also takes place to raise awareness of how to access help if someone suffers a neurological condition, with the best level of recovery achieved during the first two years.</p> <p>The Charity has applied for revenue funding of £7,000 towards its services available for Woking residents, estimated by the Group to cost circa £22,000, which include the helpline, carers support groups, a drop-in facility, one to one meetings along with education programmes for family members.</p> <p>Head injury / brain injury is a hidden disability and not always recognisable, it affects executive skills, planning, memory, decision making, sequencing, behaviour, social skills and many other aspects of daily living and social interaction, which will require extra care and support from family, friends and medic. Acquired head injuries can be sub-divided into accidents, stroke, meningitis, tumour and encephalitis.</p> <p>The services are offered to two different Stroke Pathway programmes, as well as making presentations to many local groups. Travel is undertaken to hospitals throughout Surrey (including the Bradley Unit in Woking), at which the Charity can meet those affected by brain injury along with their families and provide their Information Packs. Liaison is also undertaken with Social Prescribing Teams throughout Surrey to increase awareness of its services and offer advice, guidance or training.</p> <p>In 2015, Headway Surrey received an annual revenue grant from Surrey County Council which had been reduced by approximately £90,000 per annum. At the same time a legacy was gifted to Headway Surrey which has been fully spent by 2017. At the same time, the Charity recruited a new CEO to initiate a fundraising strategy to incorporate grants applications, community fundraising, organising events, sporting challenges and awareness talks.</p> <p>The Charity has undertaken fundraising over the past year which included five places in the London Marathon, skydiving, raft race, sponsored walk, Hats for Headway Day, Wine evening, raffles, mince pie morning, open days and coffee mornings.</p> <p>It is acknowledged that the Charity provides invaluable support to those sufferers of an acquired brain injury and works effectively to enable them to increase their level of independence and re-integrating</p>	

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back into the community as far as possible.

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REPORT ENDS